



Muskegon Community College

BOARD OF TRUSTEES STUDY SESSION MINUTES December 16, 2013 - 4:00 p.m.

Room 1100 – Lecture Hall Stevenson Center for Higher Education

Present: Chair Crandall, Vice-Chair Osborn, Trustee Frye, Trustee Lester, Trustee Mullally, Trustee Oakes and Trustee Portenga

Chair Crandall called the meeting to order at 4:00 p.m.

- The trustees remembered Don Siefert, who passed away on December 13, 2013. Mr. Siefert served 33 years on the Board at Muskegon Community College and served on the MCCA Board.
- The Board also remembered Max Busard, who recently passed away. Chair Crandall received a letter from Andrew Busard, Max's son, that Max's estate left Muskegon Community College \$10,000. The Board will need to decide how to use this gift donation.

1. Agenda

Beth Smith won't have the expense report information from the golf course until January, which will be added to the agenda in January under "Old Business".

2. Minutes

- Open Finance Committee Minutes – November 18, 2013
There were no changes given.
- Board Study Session Minutes – November 18, 2013
There were no changes given.
- Board Meeting Minutes – November 20, 2013
There were no changes given.

3. Public Comments

There were no public comments.

4. Consent Agenda (*Board Action Required - Vote*)

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*

The report currently shows tuition and fees under budget by 14% for winter term, which will be less once additional data is entered.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

- One outstanding grievance moving toward arbitration was discussed, and they are in the process of choosing an arbitrator.
- Aaron Hilliard reported on the upcoming APS policy manual review. Administration will be forming a committee to review and put together recommendations for Board review.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

B. Student Success Report – *Dr. John Selmon*

a. Enrollment

b. Student Success Completion Agenda

- Enrollment is at -4%. A team of about 20 is meeting and reviewing information weekly. Around the state of Michigan, 23 of the 28 community colleges are down in enrollment for Winter from -13% to +5%.
- Scholarship booklets were distributed to the Board to share with anyone who may be able to use the information.
- Chris Baldwin, Executive Director for the Michigan Center for Student Success, spent time earlier today with the Student Success Steering committee and reviewed MCC's student success plans. He stated it's really encouraging to see how MCC has mapped out the strategies, which track very well with a lot of the national conversations. Chris summarized what the MCCA Student Success Center does. Dr. Selmon noted the MCCA Center for Student Success will be back on campus as part of MCC's Faculty Seminar Days in January.

C. Personnel Report – *Aaron Hilliard*

The report again shows a growing number of vacancies as the result of retirements for this month. The President's Cabinet will review those positions and decide which ones will be replaced and which ones will be left vacant as a cost cutting measure.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

A reminder was given to save the date of January 30, 2014 for the MCCA Legislative Summit in Lansing.

B. Foundation Update – *Vice-Chair Osborn*

The Foundation meets quarterly, with the next meeting on January 9th. A number of applications from individuals wanting to serve on the Foundation Board have been received. The Foundation hopes to get new members on the Foundation Board in the near future.

7. Old Business

- The construction project committee updates will be a standing item on the Board agenda. The Downtown Committee met last week and community members are very excited they have been asked to participate.
- Trustee Portenga volunteered to work on the Health Center Committee.

A. Construction Project Committees

- a. Steering Committee – this is the overarching committee for all projects and will meet regularly.
 - Science Center – Had a kick-off meeting with the construction manager and architects. This is in the planning stages of meeting with individual faculty to assess their needs. Work continues with the state with an early January deadline for the next report.
 - Health Center Committee – Kick-Off meeting scheduled for January 30, 2014
 - Arts Center Committee – to be scheduled beginning in March 2014
 - Downtown Center – has begun meeting.
 - The Board requested quarterly meetings with the construction manager, architects, and staff to receive regular updates.

8. New Business

A. Permission to Post Administrative Director of Human Resources – *Dr. Nesbary*

Whether or not Aaron may “retire” from his position was discussed. Retiring is more beneficial to Aaron than resigning, as it allows him to receive a payout of his accumulated sick leave. A legal contractual interpretation will be required, as well as a review of past practice, to determine whether this is a retirement, a resignation or a transfer. The “retirement” language will be removed from the permission to post request for Wednesday’s Board meeting. Dr. Nesbary will follow up with legal to interpret the APS contract language and determine whether it entitles an employee to retirement benefits.

B. Permission to Purchase Cisco Support – *Mike Alstrom*

Mike Alstrom reported we are at the point of renewing the annual Cisco Support contract. Components such as telephones in classrooms have been added and rather than looking at an annual agreement, we are able to enter into a 3-year agreement and pay slightly less, saving a little over \$12k. This is for existing components, no new purchases and no new equipment at this time. Exhibit C states a resolution from the governing body is required. A resolution will be developed that includes Trustee signature lines and added to the agenda for Wednesday’s Board meeting.

C. Recommendation for Marketing Services – *Trynette Lottie-Harps*

The recommendation will be changed to come from the president. The Board was concerned about the scope as Revel doesn’t outline the scope of the project, only specific wages; whereas the others outline the specifics of what they will do. Trynette indicated that was a concern of the committee’s as well, as Revel didn’t give any information on the specifics of services in their proposal and the hours indicated were not enough; Revel didn’t go into the specifics like the recommended agency did.

D. ~~Recommendation for Copier/Printer Management Services — Dr. Selmon~~
Moved to the January agenda.

E. Resolution to Ratify and Affirm the Acceptance of Bond Purchase Offer – *Dr. Crandall*

Christopher Iamarino, Thrun Law Firm, explained the resolution in detail and answered questions. The term bond year will be corrected from 3038 to 2038 and a roll call vote will be taken Wednesday.

9. Board of Trustees Policy Manual Updates – *no updates required.*

10. Announcements

A. President's Report – *President Nesbary*

Dr. Nesbary highlighted the Promise Zone Authority bill information included in his report.

B. Departmental Updates – *President Nesbary*

Annual goal highlights for the Foundation were included in Tina Dee's monthly report and they have set a goal of raising \$1M for the Capital Campaign.

C. Board Comments

- IT will work with Board members Wednesday following the meeting to determine issues of not receiving emails/appointments, etc.
- The Max Busard Estate Gift will be added to the Board Agenda for Wednesday under New Business. The Board asked that the policy be researched to confirm the money is handled properly.

With no further business, the meeting was adjourned at 5:12 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd